

NOTICE OF CLAIM CORRECTION, FORM AUD 16
(1987)

3669

Purpose/Use: Processing of Controller's Claim Corrections.

Reference/Authority: SAM §8422.5.

Source: State Controller's Office.

Forms/Related Documents: Claim Schedule, STD 218B;
Notice of Claim Corrections, Form AUD 16;
Payable Documents.

Due Date(s): Upon receipt.

Distribution: See procedures.

If the State Controller's-Audit Division questions the propriety of a document or documents enclosed in a claim presented to it for payment, the document will be removed from the schedule and returned, unpaid, attached to a Notice of Claim Correction (Form AUD 16).
Upon receipt:

- Pull related file copy of schedule.
- Stamp front of AUD 16 with Claim Correction Advice stamp.
 - Complete stamp with information from file copy of schedule.
- Make 4 copies of AUD 16 if schedule is claim to reimburse Office Revolving Fund (ORF); 2, if not.
 - Forward original AUD 16 to DAO-Data Entry.
 - Forward 1 copy of AUD 16 to DAO-Claims Supervisor.
 - Forward 2 copies to DAO-ORF if schedule is claim to reimburse ORF.

- Place 1 copy of AUD 16 inside folder of file copy of schedule and forward schedule to responsible DAO-Claims Auditor.

Responsible DAO-Claims Auditor will:

- Determine what action is necessary to make correction. If resolution is not possible at DAO level, forward AUD 16 and related document to originator.
- When correction is made, reschedule document using the same number as the original schedule preceded by a 0.
- Write mathematical adjustment on original Claim Schedule, STD 218B.
- Stamp bottom left-hand corner of AUD 16 with reschedule stamp and write new schedule number in space provided.
- Make four copies of AUD 16.
 - Forward 1 copy to DAO-Claims Supervisor.
 - Place 1 copy in folder of new schedule.
 - Forward 2 copies to DAO-Data Entry.
- Forward folders of all original ORF schedules to DAO-ORF.
- Place folders of original non-ORF schedules in refile drawer.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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